



**City of Asheville Civil Service Board
MINUTES**

**REGULAR MEETING
3rd of December 2015**

Board Members in Attendance:

Alan Coxie *Chair*
Alan Escovitz
Mike Hahn
Marv Rosen

Staff in Attendance:

Paul Fetherston-Assistant City Manager
Kelly Whitlock-Assistant HR Director/Attorney
Jennifer Johnson-HR/Clerk
Shannon Barrett-Human Resources Manager
Maggie Burleson-City Clerk

1. Approval of Minutes

The minutes for the regular meeting of November 5, 2015 were approved on Board Member Alan Escovitz motion, Board Member Marv Rosen second on a 4-0 vote.

2. New Business

a) Swearing in of new Board Member

New Board Member Marv Rosen was sworn in as the 5th Member of the Board by Maggie Burleson, City Clerk.

b) City of Asheville Boards and Commissions Manual

Chair Coxie turned the Board's attention to the City of Asheville Boards and Commissions Manual. The manual is now complete with the addition of the appendix. It was pointed out that the cover still has the word "draft" on it. Kelly Whitlock will advise the City Manager's Office of this point and ask that the cover be updated. She did affirm that this is the complete manual.

Chair Coxie opened the discussion to the Board asking if there were any questions or comments.

Member Rosen asked how this manual differs from what has been done in the past. Kelly Whitlock stated this is the first time the city has compiled a manual for Boards and Commissions and put all the guidelines together. The manual gives an overview of the city, the organization, structure, what type of boards and commissions there are. The manual gives all boards across the city the same information. The manual outlines responsibilities of the bodies. This board is covered by the Civil Service Act, a state statute.

Member Escovitz pointed out a typo; Kelly Whitlock said she would again let the City Manager's Office know so it can be corrected.

Ms. Whitlock went on to point out different items covered in the manual, such as the section on Conflict of Interest. The Appendix provides templates so there is uniformity among meeting agendas and minutes. The Appendix also addresses Roberts Rules of Order and provides information on Public Meetings and Public Records. She said the hope is to provide consistency across the boards of the City.

Member Escovitz asked a question of the chair: regarding a notice of a grievance hearing, the board does not receive information about the parties prior to the meeting. How is it possible to determine if there is a conflict of interest?

Chair Coxie explained that the determination should be made at the meeting. He said the decision was made to control pre-hearing information to prevent pre-hearing bias. As a result, the Board will not know the parties prior to the hearing. There is the opportunity at the hearing for all parties to be made known and at that time allow anyone to disclose conflicts.

Member Escovitz asked what constitutes a meeting of the Board, the number of members, etc. Chair Coxie replied that meetings are those established at the administrative meeting in January. At the January 2016 meeting, the Board will review the calendar for the year and set the official meetings. The quorum for the Board is three members. Kelly Whitlock suggested the members look at Appendix D regarding open meetings law for more clarification.

Seeing no other questions about the Boards and Commissions manual, Chair Coxie considered the item complete.

Chair Coxie asked about the dates for the upcoming grievance hearing scheduled for February 2016. Shannon Barrett said she had e-mailed the Board with dates. Everyone has been asked to hold February 10 and 24th and to consider February 12th as a possible date. She will send out another email to the Board confirming the dates.

Member Rosen asked if the Board will meet January 7. Chair Coxie said the Board will meet then and look at schedules and consider the dates for 2016 meetings.

3. PUBLIC COMMENT

None

4. FUTURE AGENDA ITEMS

a) Set the dates for 2016 meetings

5. ADJOURN

Chair Alan Coxie adjourned the meeting without objection.